Individual Learning Plan (ILP) for Kentucky

Advanced Functionalities:

Alternative Completion Component

ILP – What is Required?

According to 704 KAR 3:305 Minimum High School Graduation Requirements Regulation:

- Districts shall implement an advising and guidance process that supports the ILP

- Districts shall develop a method to evaluate the effectiveness and results of the ILP process

- Feeder middle schools and high schools shall work cooperatively to inform parents/guardians and students of connections between career opportunities

ILP – What is Required?

- According to 704 KAR 3:305 Minimum High School Graduation Requirements Regulation:

- Beginning with the graduating class of 2013, ILPs will have been completed from the 6th grade onwards, focusing on career exploration and related postsecondary education

- Beginning in 8th grade, students will set personal and academic goals, as well as identify courses, electives, and postsecondary goals in their ILP

- Schools shall maintain the ILP, make it readily available, and review it annually with the student and their parent(s)

ILP Advanced Functionalities:

Alternative Completion Component

ILP Alternative Completion

This option allows teachers and advisors to indicate which students at their school are fulfilling the ILP requirement through alternative means.

Career Cruising

Purposes for Alternative Completion

Exceptional Education Student:

The student has exceptionalities that prohibit him or her from completing some (or all) components of the web-enabled ILP.

The student's ARC made the documented decision as to what was appropriate for the student to complete.

Career Cruising

Purposes for Alternative Completion

Non-Traditional Student:

The student is in a facility or location without Internet access. Student has an alternative form of plan on file with their home school.

Purposes for Alternative Completion

There may be other reasons for students to participate in Alternative ILP Completion.

ILP Alternative Completion

Schools must mark the Alternative Completion
for every year that the student completes the
ILP in the alternative fashion.

Career Cruising

Purposes for Alternative Completion
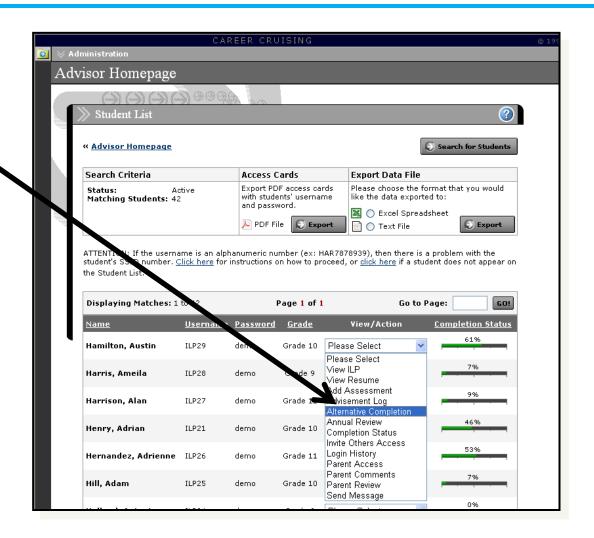
Please note:

It is a school responsibility to ensure Minimum

High School Graduation Requirements (704 KAR 3:305)

are met, even if student is marked with an alternative

 completion status.

Career Cruising

How to Record Alternative ILP Completion

Select "Alternative Completion" from the View/Action dropdown menu on the Student List in the School ILP Administration Tool

How to Record Alternative ILP Completion

Read the "About Alternative ILP Completion" information that pops up and click OK to proceed

About Alternative ILP Completion

Completion of an ILP is required by regulation by the Kentucky Department of Education. Completion data will be collected at the state level through this web-enabled ILP system. Students must complete the web-enabled ILP (or a paper version) every year unless the ARC determines it is not appropriate for individual students to complete. Please note: It is the schools responsibility to ensure Minimum High School Graduation Requirements (704 KAR 3:305) are met, even if student is marked with an alternative completion status. IGPs must be on file in case of audit.

Purposes for Alternative Completion

1. Exceptional Education Student

a. Student has exceptionalities that prohibit them from completing any components of the web-enabled ILP. The student's ARC made the documented decision not to complete any components of the web-enabled ILP.

b. Student has exceptionalities that prohibit them from completing some required sections of the ILP. The student's ARC made the documented decision what was appropriate for student to complete.

2. Non-Traditional Student

a. Student is in facility or location without internet access. Student has an alternative form of plan on file with their home school (evidenced by paper version).

b. Student has completed some requirements in the web-enabled ILP, but has moved to facility or location without internet access and cannot complete remaining requirements on internet (evidence of student plan on file, combination of paper version and web-enabled ILP).

3. Student graduates before 2012

a. An IGP is on file at school for student that meets regulation 704 KAR 3:305.

By marking this complete for this student, you assure the student has met the requirements of alternative completion and has an alternative version of the ILP on file at the home school of the student.
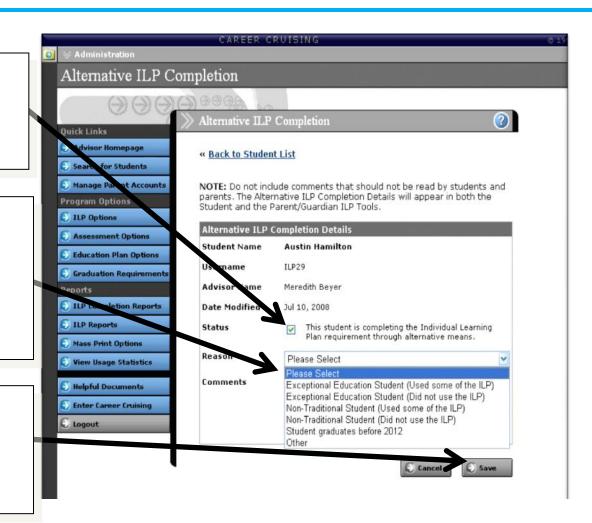
Career Cruising

How to Record Alternative ILP Completion

Select the Status checkbox and the reason from the dropdown menu

Record any relevant comments regarding the student's status in the "Other" comment section

Once you have entered the details for the student, click on the Save button
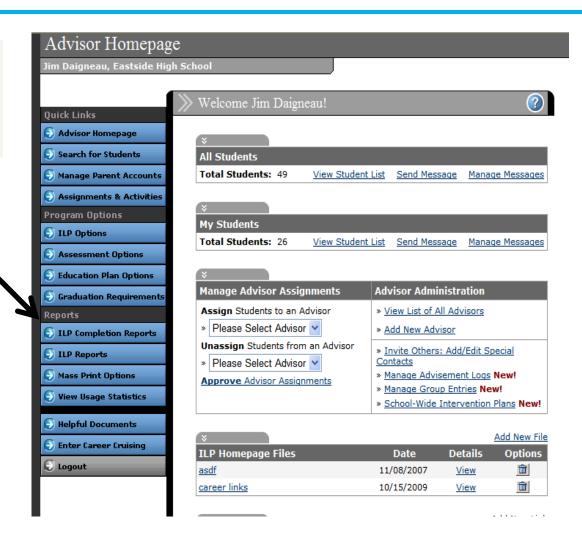
Which Reports Are Available?

Alternative ILP Completion
Status can be tracked through
a variety of aggregate reports:

Select Reports:
ILP Completion Reports
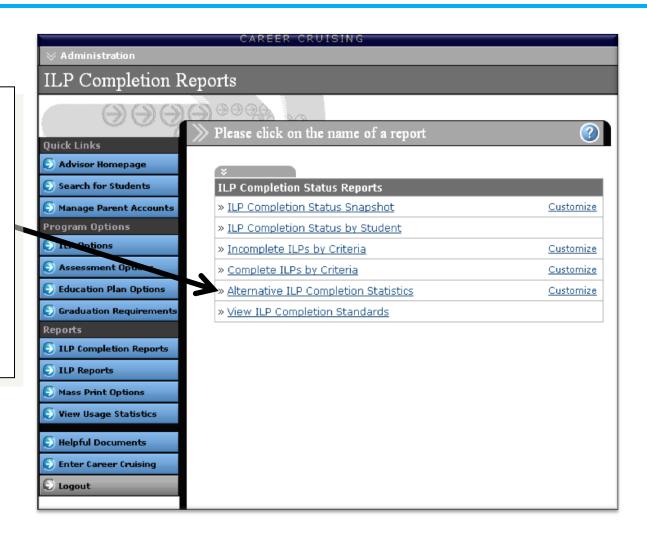from the Advisor Homepage
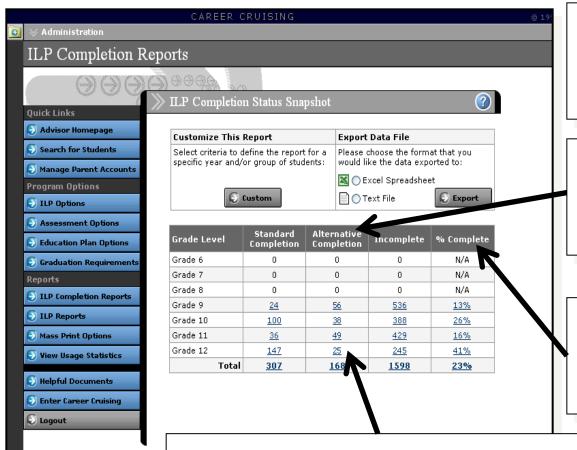
Which Reports Are Available?

A Variety of Aggregate Reporting Options are available, including Alternative ILP Completion Statistics, which can be sorted, customized and , as needed, exported to Excel format

Aggregate Reports:
ILP Completion Status Snapshot

The ILP Completion Status Snapshot Report tracks Alternative ILP Completion

Students with Alternative ILP Completion will be listed in a separate column

These students will be counted as complete in the % ILP Complete calculation

Users can click on the numbers to view the list of students in the specific category

Aggregate Reports:
Completion Status by Student

Students with Alternative ILP Completion will be included in the Completion Status by Student Report

They, however, will not be assigned a status for each of the specific ILP components

These students will be designated as complete for reporting purposes

Aggregate Reports:
Alternative ILP Completion Statistics

With Alternative ILP Completion, statistical data can be reviewed by grade and by reason

Advisors can customize the report and export the results

Users can also drilldown to see the list of relevant students

Aggregate Reports:
Alternative ILP Completion Statistics

Depending on the users' permitted access level, they may be able to view all students or only those students assigned to them by the ILP Administrator

Click "View" to see the full Alternative ILP Completion details for students whose information you have permission to view.

Aggregate Reports:
Alternative ILP Completion Statistics

Alternative ILP Completion Details View

Student and Parent/ Guardian Views

When a student with Alternative Completion logs into his or her ILP, the Completion Status Bar will show as 100% complete
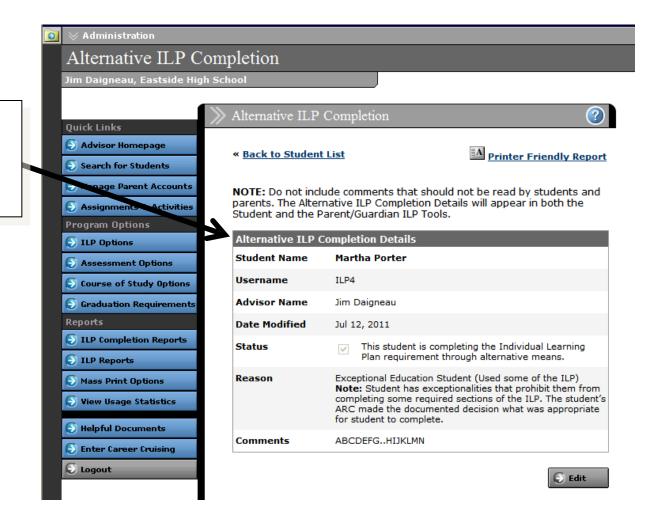
CareerCruising

Otis
My ILP

My Account ▾   Search

Assessments

My ILP   Build My Resume   Share My Plan   Print My Pla

⊖ **My Progress**

My Progress   [====== 100% progress bar ======]   **100%**
0%   20   40   60   80   100%

✎ My Assessments

💼 My Careers

🗄 My Education

🐷 My Scholarships & Financial Aid

▦ My Course of Study

🚩 My Goals & Plans

☑ My Activities & Experiences

📋 My Assignments & Activities

📓 My Journal

👥 My Advisement Log

ILP My Progress - Grade 10

Alternative ILP Completion

Your advisor has indicated that you have met the Individual Learning Plan requirement through alternative means.

Advisor: Jim Daigneau

Date: 05/25/2013

Reason:

Students or their parents/ guardians can click on the 'My Progress' link in the status bar to view the Alternative ILP Completion details, including the reason, the date it was designated, and the advisor who made the designation

Access and Permissions

Alternative Completion Reports are available within the:

- School ILP Administration Tool
- District ILP Administration Tool
- State ILP Reporting System

ILP Administrator and School Administrator/Counselor level access will be able to view and modify Alternative ILP Completion details for all students.

Advisor/Teacher or Other Staff level access will only be able to view and modify Alternative ILP completion details for the students who have been assigned to them.

District ILP Administration Tool users with full access and State ILP Reporting System users will have read-only access to the Alternative ILP Completion details for individual students, as well as access to the aggregate reports.

Confidentiality

Because of the potentially sensitive nature of information contained within the Alternative ILP Completion details, these details are *not* included in the Printer-Friendly version of the ILP and are not an option for inclusion in the 'Invite Others to View My ILP' feature

ILP Alternative Completion on KDE's Website

The Alternative ILP Completion option allows teachers and advisors to indicate which students at their school are fulfilling the ILP requirement through alternative means. It is important to note that even if the alternative completion option is selected the student can and should still use all of the resources in the ILP for transition planning.

Information can be found at:

http://education.ky.gov/educational/CCadv/ilp/Pages/ILPAlternativeCompletion.aspx

Career Cruising